



**ZONING AND PLANNING BOARD
CITY OF MIAMI SPRINGS, FLORIDA**

APPLICATION FOR A HEARING

How to apply for a Hearing:

1. A pre-application meeting with the City Planner is required before the submission of an application for public hearing.
2. Please complete the application below in its entirety
3. Attach drawings or pictures to support your request.
4. Attach 9 copies of the application. (Do not include the instruction sheet).
5. Attach nine copies of the property survey, drawn to-scale, that is less than one (1) year old.
6. Attach 9 copies a site plan of the property proposed for consideration which provides sufficient set back information and dimensions which will provide the Board with a better understanding of the request. Eight (8) copies at 11" x 17" and one (1) 24" x 36" copies of the aforesaid site plan.
7. The City reserves the right to require any additional information or documentation that it determines to be relevant or material to the Board's consideration of the pending application prior to scheduling the application for the hearing before the Board. This could include, but may not be limited to, floor plan, roof plan, landscape plan, and elevation drawings. Eight (8) copies at 11" x 17" and one (1) 24" x 36" copies of the aforesaid site plan.
8. Submit the application form and any attachments with the required fee to the Planning Department, 201 Westward Drive., Miami Springs, FL. 33166, no later than the first day of the month preceding the month of the meeting date of the Zoning and Planning Board.
9. The applicant(s) or a representative (with a letter of authorization) must be present at the meeting.
10. The Zoning and Planning Board meet on the first Monday of each month. July is the only month that there are not any meetings.
11. The applicant, as well as all surrounding neighbors will receive a courtesy notice from the Planning Department ten (10) days prior to the scheduled meeting date.
12. The Zoning and Planning Board consists of five (5) members and one (1) alternate. Three votes are needed in favor of the project in order for it to be approved. In the case that more than one Board member is absent, you may decide to table the request for a future scheduled meeting date when the absent Board members may be present.
13. In the event the project is denied, the decisions of the Zoning and Planning Board may be appealed to the Board of Appeals pursuant to Code Section 150.113. Any person appealing any decision may need to ensure that a verbatim record is made of the proceedings, which record includes the testimony and evidence upon which the appeal is made. (F.S. 286.0105). A request, in letter form, must be made to the City Manager within ten (10) days starting with the day after the meeting date. All appeals must be accompanied by a payment of \$25.00, which will cover a second series of notices, postings, and various other preparations. The appeal will be heard by the City Council sitting as the Board of Appeals.



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CITY OF MIAMI SPRINGS, FLORIDA**

PETITION FOR A HEARING BEFORE THE ZONING & PLANNING BOARD

OFFICIAL USE ONLY

Case No. : _____-ZP-_____ Date: _____ Fees Paid/ Receipt No.

:

Date hearing is advertised: _____ Date set for Public Hearing:

The owner and/or his/her agent has_____ has not_____ submitted a petition regarding the subject within the last six months.

(I) _____ (We) _____ of

Owners Name

Address Petition Requested For

Hereby petition the City of Miami Springs, Florida, to review the instant petition for Zoning and Planning approval on the following legally described property:

The _____ legal _____ description _____ is

Lot(s)

Block

Subdivision

The _____ subject _____ property _____ is _____ located _____ at

Interest _____ of _____ applicant _____ to _____ the _____ premises _____ affected:

(Owner /Lessee/ Agent)

Lot _____ Size: _____ Area _____ of _____ subject _____ property:

Square feet or acres

Number _____ of _____ street _____ frontage _____ & _____ name _____ of
street(s): _____

Type of use and improvement proposed (state also whether new structures are to be built, existing structures used, or additions made to existing buildings):

What reasons exist which permit the subject property to be used in accordance with the petition and supporting documentation. Please state the reasons:

State in what way the proposed plan/project will be appropriate and desirable to the City of Miami Springs, and the effect of the proposed plan/project in the immediate neighborhood:

What change or changing conditions make the approval of this proposed plan/project necessary?

Are there any other circumstances which justify the approval of the plan/project?

If you are completing this application and are also the owner of the subject property, please complete the following:

State of Florida:
County of Miami-Dade:

(I) (We) _____, being duly sworn, depose and say that I/we own one or more of the properties involved in this petition and that I/we have familiarized myself/ourselves with the rules and regulations of the Zoning and Planning Board with respect to preparing and filling this petition and that the foregoing statements contained herein and other information attached hereto, present the arguments in behalf of the petition herein requested to the best of my/our ability and that the statements and information referred to above are, in all respects, true and correct to the best of my/our knowledge and belief.

Signature of Owner

Signature of Co-Owner

Printed Name of Owner

Printed Name of Co-Owner

Daytime Phone Number

Daytime Phone Number

The contents of this Petition are
Sworn to and subscribed before me
this _____ day of _____,
_____, 20_____.

The contents of this Petition are
Sworn to and subscribed before me
this _____ day of _____,
_____, 20_____.

Signature of Notary Public- State of Florida

Signature of Notary Public- State of Florida

Print, Type, or Stamp Name of Notary Public

Print, Type, or Stamp Name of Notary Public

Commission Expiration Date:

Personally known to me: _____

Produced Identification: _____

Commission Expiration Date:

Personally known to me: _____

Produced Identification: _____

If you are completing this application as an agent of the subject property owner, please complete the following:

State of Florida:
County of Miami-Dade:

(I) (We) _____, being duly sworn, depose and say that I/we serve as _____ for the owner(s) in making this petition and that the owner(s) have authorized me/us to act in this capacity. I/We

have familiarized myself/ourselves with the rules and regulations of the Zoning and Planning Board with respect to preparing and filling this petition and that the foregoing statements contained herein and other information attached hereto, present the arguments in behalf of the petition herein requested to the best of my/our ability and that the statements and information referred to above are, in all respects, true and correct to the best of my/our knowledge and belief.

Signature of Agent

Authorization Signature of Owner

Printed Name of Agent

Printed Name of Owner

Daytime Phone Number

Daytime Phone Number

The contents of this Petition are
Sworn to and subscribed before me
this ____ day of
_____, 20____.

The contents of this Petition are
Sworn to and subscribed before me
this ____ day of
_____, 20____.

Signature of Notary Public- State of Florida

Signature of Notary Public- State of Florida

Print, Type, or Stamp Name of Notary Public

Print, Type, or Stamp Name of Notary Public

Commission Expiration Date:

Commission Expiration Date:

Personally known to me: _____

Produced Identification: _____

Personally known to me:

Produced Identification: